

Hardeman County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Personal and Professional Leave	Descriptor Code: 5.303	Issued Date: 01/21/00
		Rescinds: GBRHE	Issued: 12/10/92

1 Personal and professional leave shall be granted in accordance with laws of the State of Tennessee
2 and rules and regulations of the State Board of Education.

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4 Certified employees shall earn personal and professional leave at the rate of one day for each half-year
5 employed for a total of two (2) days per year. Any personal and professional leave remaining unused
6 at the end of a year shall be credited to sick leave.¹

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8 A teacher may use personal or professional leave days in increments of half days or whole days.

9
10 If, at the termination of services, any employee has been absent for more days than leave has been
11 earned, an amount sufficient to cover the excess days used shall be deducted from the employee's
12 final salary payment.

13
14 Subject to the following conditions, personal leave may be taken at the discretion of the employee:

- 15
- 16 1. Except in emergency, each employee shall give the principal at least one day's notice in writing
17 of intent to take leave;
 - 18 2. The approval of the principal of the school shall be required:
 - 19 a. If more than ten percent (10%) of the teachers in any given school request its use on the
20 same day;
 - 21 b. If requested during any prior established student examination period;
 - 22 c. If requested on the day immediately preceding or following a holiday or vacation period.¹
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28 Professional leave is a short, temporary absence for the purpose of attending workshops and other
29 meetings relating to school business or serving on boards and commissions which meet during daytime
30 hours when appointed by a mayor, city council, county executive or county commission.²

31
32 In addition, certified employees shall be granted leave to serve on any board or commission of the
33 state when the appointment is made by the Governor or General Assembly. Such leave shall not be
34 counted against any other accumulated leave credits. The employee shall notify the principal at least
35 five (5) days prior to leave being taken.²

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37 Requests shall be submitted to the principal at least five (5) days prior to requested leave of absence.

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40 Legal References:

- 41 1. TCA 49-5-711; TRR/MS 0520-1-2-.04(3)
2. TCA 49-5-205